Will the Entire School Attend During a Single Event, e.g., Testing, Movie, Stage Play or Performance, Lagoon, etc.?

Will the Student's (Classroom) Grade Be Affected and Will

**Everyone in the Class Have an Opportunity to Participate?** 

Yes

No

Yes

All allowable costs (salaries, benefits, fuel, etc.) associated with all field trips and activity trips (reimbursable or non-reimbursable) taken on "yellow school buses" should be reported on the Pupil Transportation Reimbursement Claim Form. Cost associated with lodging and meals for drivers while on field trips are non-allowable costs and should be posted to a non-reimbursable account or sub-account (e.g., 100-682410-000 or 100-681410-001) and should NOT be reported on the Pupil Transportation Reimbursement Claim Form.

Revenues received from non-reimbursable field trips and/or leases should be posted to a plant facility fund for the replacement of school buses. Revenues received from reimbursable field trips should be reported on the Pupil Transportation Reimbursement Form under "Other Revenues Received."